

APPROVED APRIL 26, 2001

Library of California Board Meeting Minutes

Mission Inn
3649 Mission Inn Avenue
Riverside, California

February 14-16, 2001

CALL TO ORDER, INTRODUCTIONS

Board President James R. Dawe convened the meeting on February 15, 2001 at 8:37 a.m., and welcomed Board members, staff, and the audience to the Mission Inn in Riverside. Introductions followed. A quorum was present, including the following Board Members:

President James R. Dawe, Vice President Victoria F. Fong, John Kallenberg, Jane Lowenthal, Mary I. Purucker, Susan Steinhauer and Sally Tuttle. Absent were Maurice Calderon, Fred Gaines, Ed E. Harris and Kim Wang. Fred Gaines was present on February 16, 2001.

Also present were members of the California State Library staff: Dr. Kevin Starr, State Librarian, Mark Parker, Liz Gibson, Diana Paque, Tom Andersen, Ira Bray, Dr. Carole Talan, Bessie Tichauer, Sandy Habbestad, Cindy Tackett, Wanda Green, and Sharon Croley.

ADOPTION OF THE AGENDA

It was moved, seconded (Fong/Kallenberg) and carried unanimously that the Library of California Board adopt the agenda as presented.

APPROVAL OF MINUTES

The draft minutes of the November 10, 2000 Library of California Board meeting were approved as corrected.

LIBRARY OF CALIFORNIA BOARD RESOLUTION 2001-01

Dawe presented Library of California (LoC) Board Resolution 2001-01 in recognition of the efforts and commitment of former LoC Board Member Mike Spence.

It was moved, seconded (Fong/Tuttle) and carried unanimously that the Library of California Board adopts “Library of California Resolution 2001-01” for Mike Spence as Library of California Board Member for his contributions to the libraries and people of the State of California. (See Attachment A)

1 Board Members thanked Mike Spence for his contributions and stated that he will be
2 greatly missed. Dr. Kevin Starr, State Librarian of California, added that he has written
3 Spence on what a great job he has done as a Member on the LoC Board. Kallenberg stated
4 that Spence would continue to be a valuable contact for the LoC. Dawe added that the
5 resolution would be forwarded to Mike Spence with gratitude for his service.

6 **REPORTS TO THE BOARD**

7 **President's Report**

8 Dawe reported the following:

- 9 • The Governor's Proposed Budget provides a \$3.2 million dollar augmentation for the LoC
10 Budget. Dawe had met with members of the Governor's staff during the fall to advocate for
11 funding LoC programs and services. Steinhauser, Linda Crowe, who then was President of the
12 California Library Association (CLA), and Mike and Christina Dillon, lobbyists for the CLA, also
13 participated in the meeting.
- 14 • Dawe reported the deaths of two former California Library Service Board (CLSB) Members
15 since November 2000. He sent a letter of condolence on behalf of the LoC Board to the family of
16 Adelia Lines, recalling her leadership as former CLSB President. Dawe stated that he would also
17 send a letter of condolence on behalf of the LoC Board to the family of Richard Smith, an
18 advocate for the disabled, recalling his participation on the Board and his contributions to the
19 library community. Kallenberg commented on Smith's extensive contributions to libraries, his
20 concerns with access in libraries for those with disabilities, his faithful service and valuable
21 contributions during deliberations of the Board.
- 22 • Dawe stated that he signed letters prepared by staff to all State legislators on LoC projects
23 underway in each of their districts, an effort to provide information to legislators on LoC
24 programs and their benefits to the constituents in individual districts.

1 • Dawe sent letters to the Governing Boards of all of the LoC Charter Members and provided
2 them with certificates of appreciation for their participating libraries.

3 • Dawe participated in conference calls with former LoC Board Member Michael Spence to
4 prepare a request for the Attorney General's opinion on the status of CLSA systems under the
5 Library of California Act. That request for an opinion was submitted January 26, 2001, and a
6 response is pending.

7 • Dawe reported that the LoC Board's two vacancies are gubernatorial appointees, and that he
8 contacted the Governor's Appointment Office encouraging Governor Davis to make the
9 appointments he has pending. He stated that Diana Paque, Director, LoC, has developed a
10 standardized letter that can be sent to anyone interested in serving on the Board, encouraging
11 them to apply.

12 • He reviewed the lists from Board Members on which committees they would like to work and
13 anticipated making committee assignments in the next two weeks.

14 **Board Vice President's Report**

15 Fong thanked the President and staff for their continued support in her role as Vice President
16 to the Board. She thanked Liz Gibson, Assistant Bureau Chief, Library Development Services,
17 and staff in the organization and preparation of the report provided in the agenda packet. Fong
18 reminded the Board of the Planning Session on February 16, 2001, and that at the close of the
19 Planning Session, the Board would reconvene for any possible changes or amendments to the
20 LoC objectives.

21 **Chief Executive Officer's Report**

22 Dr. Kevin Starr, California State Librarian and CEO to the Library of California Board
23 reported the following:

24 • He stated that the next Library Construction Board meeting is February 26, 2000, and he
25 reviewed the continuing planning stages of setting up the administrative laws, procedures,

1 protocols governing the Office of Library Construction (OLC) and its Board, which represents a
2 half-billion dollar construction fund of State and local monies.

3 • He stated that the State Library initiated a communications program, the *Connection*
4 newsletter, which is going very well. Starr commended Robert Daseler, Communications
5 Director and Christopher Berger, Resource Sharing Specialist, of the LDS staff, for their work on
6 the *Connection*, both in terms of design and comprehensiveness.

7 • He stated that Rural Initiative Program continues and that a full report is included in the
8 *Connection* Newsletter, Issue No. 8, February 2001.

9 • Starr commended the long-serving, former Director of State Library Services, Sheila
10 Thornton, as one of the great Librarians of the State.

11 • Starr stated that John Jewell, whom he has appointed Director of State Library Services,
12 played a major role in the task force that created the California website, "My California," which
13 has been well received by the Governor and by the public. Starr has directed Jewell to develop
14 the means for the State Library to become the proactive partner of State agencies, including
15 assistance to (1) help them determine their information needs, (2) help them design delivery
16 programs for their information needs, and to (3) continue to partner with them as information
17 breaks that they need. Starr continued that it is the intent of the California State Library (CSL) to
18 extend to all state agencies a philosophy of partnering programs, and it is hoped that the CSL will
19 launch a program for State government comparable to the program launched by the LoC. Starr
20 considers this his major work for the next couple of years as the State Librarian.

21 • Starr stated that he is very proud of the Governor's proposed budget, a balance of capitol
22 improvements, digitization programs, heritage programs and more. Starr stated that the Library
23 of California Program, the Library Construction Bond Program and CSL's information
24 technology program to partner with State agencies characterize the most dynamic State Library in
25 the nation.

- 1 • In closing, Starr highlighted the public awareness campaign that occurred last year in San
2 Diego and is now occurring in Fresno, under John Kallenberg's direction. The Charlotte-
3 Mecklenberg campaign which uses the phrase "The Library, Check it Out" is being funded
4 through the use of LSTA funds.

5 **Library of California Communications Program**

6 Gibson stated that the February 2001 issue of *Connection* being distributed to the Board was
7 published after the agenda packets were mailed, and that the December 2000 and January 2001
8 issues are in the agenda packet. Gibson reported three items not in the previous *Connection*
9 issues. The expected CSL editorial policy for *Connection* will be sent to the Board with the next
10 agenda packet, so that the Board can provide their comments and suggestions for the proposed
11 policy. Gibson stated that the CSL does want comments from the LoC Board and the OLC
12 Board, to better serve the Boards, as well as departments of the State Library. Secondly, the
13 February edition is the 8th issue of *Connection*, and the newsletter is now being evaluated to
14 determine if it is meeting the needs of the initial focus groups. By April, this evaluation is
15 expected to be completed and will be shared with the Board. Lastly, the CSL has hired a second
16 Information Officer, Sarah Dalton, from the Lottery Commission. Gibson stated that her primary
17 responsibilities would be the *Connection* newsletter and press releases, in addition to other public
18 relations needs. Dalton will begin on February 26, 2001.

19 Steinhauser thanked Judith Segel for her early recommendations on publishing a statewide
20 newsletter. Gibson asked for and welcomed suggestions on editorial policy, on types of articles
21 for the newsletter, improvements to the newsletter format, and email links to various segments of
22 the library community. Starr commended Gibson for the success of *Connection*.

23 **LIBRARY OF CALIFORNIA BOARD**

24 **Objectives**

25 Gibson gave an update on the LCB objectives, stating that the chart on the back of Exhibit D
26 in the agenda packet summarizes the input she received in time for the agenda packet.

1 **Strategic Planning Update**

2 Fong stated that Friday, February 16th, is to be the second half of the Planning Session for this
3 year. She indicated that there may be some changes in the Strategic Objectives, and that the
4 response forms may be revised to make it easier for Board Members to submit their responses.

5 **Travel/Training Policy**

6 Paque reported that a summary of training needs received from Board Members is included in
7 the packet and is pending evaluation. She presented the proposed policy for travel and training,
8 and stated that the Board would determine travel expenses, with the assistance of staff. Mark
9 Parker, Bureau Chief, Library Development Services, stated that Board travel must follow the
10 Travel Reimbursement Guidelines developed by the State Library from the State Administrative
11 Manual. Parker stated that all Board travel would be processed by Kathy Cashdollar, Travel
12 Coordinator, Library Development Services, and a revised set of guidelines would be sent to each
13 Board Member with Kathy's name as staff contact.

14 ***It was moved, seconded (Kallenberg/Fong) and carried unanimously that the Library***
15 ***of California Board adopts the LoC Board Travel and Training Policy/Guidelines, as***
16 ***revised, and that the Policy/Guidelines be included in the minutes of this meeting. (See***
17 ***Attachment B)***

18
19 Parker responded to a question about out-of-state travel and stated that there is one trip in the
20 out-of-state budget that would coincide with the National Legislative Day activities in April for
21 the current fiscal year. He proposed that it would be submitted for the next fiscal year in the out-
22 of-state travel blanket. Parker added that staff would confer with the Board President for the next
23 fiscal year to ensure that trips appropriate under this policy get budget consideration.

24 Discussion followed on the overnight rates in excess of the State approved overnight rate of
25 \$84.00. Lowenthal asked about increasing the standard to \$110.00 in all cities.

26 Lowenthal further asked about advance travel funds to avoid out-of-pocket expenses. Parker
27 will report back to the Board whether Travel Advances could be made available to the Board. He
28 reported that the State has a program with American Express, which is being considered by the

1 LoC, whereby authorized travel could be charged to a corporate American Express card. Parker
2 will report back to the Board on these travel-related issues.

3 Steinhauser asked for clarification on early-bird rates. Parker stated that the policy is set to
4 reimburse only at early-bird rates, even if the participant pays the full rate. Parker agreed to
5 modify the language in the LoC Board Travel and Training Policy/Guidelines to clarify meaning
6 on early-bird registration.

7 Parker stated that he believes sufficient funding is available for Board Members to attend the
8 annual American Library Association (ALA) Conference in San Francisco June 16-19th, and he
9 will send information to the Board on ALA early-bird registration. Kallenberg stated that early-
10 bird registration ends February 23rd. Parker indicated the travel rules previously adopted apply to
11 this event, and that the maximum reimbursable amount is \$110.00 per night for lodging. Dawe
12 requested that Board Members attend ALA in San Francisco. Kallenberg gave the website
13 address for online registration, www.ala.org. Parker stated that the out-of-state blanket request
14 for next year would include funding for ALA Legislative Day attendance and the ALA
15 Conference if approved by President Dawe.

16 **LEGISLATION**

17 **Report from the Chair**

18 Steinhauser introduced new Legislative Committee member Fred Gaines. Steinhauser
19 reported that she attended the January and February CLA Legislative Committee meetings. In
20 November, she attended the CLA Study and Advisory Group on LoC legislation, convened by
21 Linda Crowe. On February 8th she met with Senator Dede Alpert and CLA's legislative advocate
22 to consider Alpert's interest in carrying legislative augmentation for the LoC. Steinhauser stated
23 that Charles Dyer contacted her on behalf of the county law libraries, to see in what way the LoC
24 could assist in their ongoing efforts to secure adequate funding.

25 Steinhauser reported that she has been working closely with staff liaison, Mark Parker, and
26 thanked him and staff for their work. She stated that the intent of the letters mailed out to

1 legislators on new legislation was to increase the LoC's visibility. At the suggestion of Margaret
2 Todd, copies of those letters will be made available to all 179 public library directors.
3 Steinhauser suggested the letters be made available to system administrators and the networks as
4 well. Parker stated that the letters were made available to the Regional Library Networks, and
5 that a sample of the letter is in the packet, Exhibit F, under tab 7. Steinhauser reported that the
6 purpose of the survey of legislative contacts, initiated by former Board Member Mike Spence,
7 was to establish a baseline of Board Members' relationships with legislators at the Federal and
8 State levels. Results of the survey indicated that Board Members had relationships with 14 out of
9 435 members of Congress (about 3 %), and contacts with 11 individuals in the Governor's Office.
10 The survey also indicated that Board Members had relationships with about 45% of the State
11 Senators (10 Democrats and 8 Republicans), and about 28% at the State Assembly level (about 15
12 Democrats and 7 Republicans). Steinhauser stated that this tally does not include results from all
13 Board Members and expressed hope that the numbers would increase even more.

14 In conclusion, Steinhauser stated that she had discussions with Parker and received input
15 from the Board on the content for the education packet that's going to be used for the legislators.

16 **Federal Legislation**

17 Steinhauser and Barbara Will, Federal Liaison, gave the following report:

- 18 • LSTA reauthorization: The LoC Board has a strong watch position on the LSTA reauthorization.
19 LSTA funding is at \$15.8 million. LSTA authorization expires 5 years after 1996, the traditional
20 Federal statute, and it can have a one-year automatic reauthorization. Will reviewed state funding
21 formulas and the compromise that has gone into the proposal to Congress. ALA now has two
22 websites established to best defend the program. One is a discussion list on legislation. The second
23 website is for stories, anecdotal support for explaining LSTA's value to the general public. Parker
24 added that the CSL responds to inquiries about this program and also provides information to the
25 library community about the status of the program and the reauthorization.

1 • Federal Communications Commission (FCC) Budget: The Children’s Internet Protection Act
2 (CIPA) would require that filtering be placed on any computers or computer access that is
3 supported by Federal funds, and this requirement would affect LSTA, E-rate and the ESEA
4 (Elementary and Secondary Education Act, Title III), all involving technology. Parker stated that
5 the initial concern is with regard to the E-rate because the FCC is taking the lead in drafting the
6 rules and regulations to implement the act. The Board has a watch position.

7 • E-rate, the telecommunications rate for public libraries regulated by the FCC: President Bush
8 appointed a conservative chair for the FCC. There is also a possible bill that could move the
9 E-rate program into the Department of Education (DOE). Libraries could suffer a reduction in
10 funding if there is not a continuing emphasis on funding library programs if the program is shifted
11 to DOE.

12 • UCITA (Uniform Computer Information Transaction Act) a model contract for software
13 vendors which could restrict “fair use” was developed by a national group of lawyers trying to
14 implement uniform laws for the states. The act would enforce nonnegotiable terms on software
15 licensing, which could limit fair use.

16 • 21st Century Community Learning Centers Program provides \$486 million for school
17 community partnerships to provide learning beyond normal school hours. Congressman Xavier
18 Becerra introduced a bill to amend the law to allow public libraries to be lead agency. There may
19 be something for Board consideration at the April meeting.

20 Steinhauser added that Federal Legislative Days are April 30th and May 1st in Washington,
21 D.C. Dawe stated that he plans to attend and that possibly Kallenberg may attend.

22 **State Legislative Issues**

23 Steinhauser reported the following updates:

24 • AB 49 (formerly AB 2486) sponsored by Assembly member Carl Washington, was
25 reintroduced with one change regarding the reporting out requirement of the evaluation which has

1 been advanced by one year. The LoC Board supports the bill. President Dawe will send a letter
2 of support to Washington's office. Washington's office requested that parents and teens send as
3 many letters as possible to him. Steinhauser suggested that library users be encouraged to send
4 letters, and stated that she will try to get out a sample letter.

5 • Two bills relating to ERAF, Orphan Libraries, libraries that lost funding during a tax shift to
6 the educational establishment several years ago: SB 74, sponsored by Senators Jackie Speier and
7 Bruce McPherson, and SB 94 sponsored by Senators Tom Torlakson and Liz Figueroa who
8 support the reinstatement of funding for those libraries. There are 24 counties and 11
9 independent library districts that would be affected. No action is recommended at this time.

10 • SB 92 and SB 93 that support fire districts and parks address some imbalances caused by the
11 tax shift. No action is recommended at this time.

12 • Library Lovers Month, Senate Continuing Resolution 11, sponsored by Senator Bill Morrow,
13 proclaims the month of February as Library Lovers Month and has a strong blend of bipartisan
14 co-authors. No action is recommended at this time.

15 • AB 151, Internet Filters in Libraries, sponsored by Assembly member Sarah Reyes, requires
16 public libraries that receive State funds to purchase, install and maintain computer software for
17 use on all computers that provide Internet access. The issue is obscenity as defined under Penal
18 Code, Section 311. States could seek compensation under the State Mandates Claims Fund,
19 although that fund is only available if the State mandate is less than \$1,000,000. If it costs more
20 than \$1,000,000, there is an alternate mechanism. The Board may want to consider some position
21 on that at the April Board meeting. No action is recommended at this time; however, a watch on
22 this bill is suggested.

23 Steinhauser added that CLA Legislative Day is Tuesday, April 24th, and that the Legislative
24 Day Training is on Monday afternoon, April 23rd. Steinhauser asked for clarification on travel

1 expense reimbursement for Legislative Day attendance. Parker will report to the Board by next
2 week on travel expenses eligible for reimbursement.

3 Discussion followed on whether or not there would be a reception on April 24th. Parker and
4 Starr will discuss later and report back to the Board.

5 Steinhauser continued with the Legislative Committee report and presented the following that
6 passed out of committee.

7 *It was moved by the Legislation Committee (Steinhauser) and carried unanimously*
8 *that the Library of California Board President and the Legislation Committee Chair*
9 *continue to monitor the status of Library of California funding for 2001/02 and that*
10 *they undertake activities to support legislative augmentation of the Library of*
11 *California programs and services consistent with the Board's overall goal of full*
12 *funding for the Library of California.*

13 14 **Strategic Objectives**

15 Steinhauser reiterated briefly the work that's been undertaken with letters to legislators and
16 the survey on legislative contacts. Steinhauser stated that the educational packet provided to the
17 Board is a work in progress, and it is the first time the LoC has undertaken an education strategy
18 for legislators. She further stated that the long range plan does state that as of February 28th, each
19 Board Member will have made contact with at least one legislator.

20 Dawe indicated that some of the materials in the educational packet were staff projections
21 rather than Board actions, but that these materials could be helpful to explain LoC programs and
22 services. Kallenberg confirmed with Dawe that this packet would be the resource to use in
23 making legislative contacts. Parker added that the Board will receive revised materials as they
24 are updated, and that it is anticipated that they will also be posted on the LoC website.

25 Steinhauser will work with Parker to develop a tracking mechanism for contacts that will include
26 any necessary follow up action. Dawe asked if this would be a voluntary action. Fong stated that
27 she envisioned "contact" meaning anytime contacts are made, even with staff members just to
28 make yourself known, not necessarily coming to Sacramento and meeting a legislator. Parker
29 will report back to the Board whether CLA tracks voting records of legislators regarding library

1 issues. Steinhauser suggested accessing legislative websites through www.asm.ca.gov or
2 www.sen.ca.gov to learn more about legislators and their staff in preparation for legislative visits.

3 Parker stated that if there appears to be any potential conflict between our responsibilities as
4 State employees and legislative advocacy, he seeks the advice of the State Librarian and the
5 Deputy State Librarian. Dawe thanked Steinhauser, the Legislative Committee and Parker for
6 their hard work.

7 **ELLEN NDESHI NAMHILA INTRODUCTION**

8 Dawe called on Roberto Estevez, San Francisco Public Library, Golden Gateway, to make an
9 introduction. Estevez stated that the San Francisco Public Library had the honor of hosting an
10 international librarian, and introduced Ellen Ndeshi Namhila, Director of the Namibia Library &
11 Information Service. Ms. Namhila is a published author and has written the book, The Price of
12 Freedom. She is here from the country of Namibia, South Africa. Estevez said he invited
13 Namhila to the LoC Board Meeting in Riverside to have an overview of what libraries are doing
14 in California, and for her to have the opportunity to meet some of the leaders in the field. The
15 “African Leadership Program for Southern Africa: Namibia, South Africa, Zimbabwe and
16 Malawi” internship provides exposure to library leadership, management, administration, human
17 resources and marketing. The internship helps build international cooperation between USA
18 libraries and the few participating countries of Southern Africa as a cultural exchange. Ms.
19 Namhila expressed her gratitude for being here and for what she has learned from the LoC Board
20 discussions. She stated that she has felt very much at home in her discussions with the people she
21 has met, and hopes that she can keep up these contacts when she returns home, because one of her
22 assignments is to establish contacts for future undertakings.

23 **LIBRARY OF CALIFORNIA**

24 **Director’s Update**

25 Paque reported on team activities, the meetings that staff have attended and the interaction
26 that staff has had with the Regional Library Networks, especially their council and their board

1 meetings. Each Regional Library Network is now established, and their councils and boards are
2 forming, and the LoC staff have worked diligently with our Regional Library Contacts to make
3 sure that they are on target, that the work that they need to accomplish is supported by staff
4 wherever needed. She expressed appreciation to LoC Consultants for their efforts in working
5 with the Regional Contacts. Paque stated that Civil Service interviews were held in mid January
6 to create a list for Library Program Consultants. Currently there are six consultant vacancies in
7 Library Development Services. Interviews are anticipated for late February or early March, and
8 the LDS hopes to have people on board by the end of this spring. LDS has also been interviewing
9 for clerical support staff and hopes to be close to full staff by the end of this spring.

10 **Access Services**

11 **Update on pilot ILL Program**

12 Fong stated that she was not able to attend the Access Services Committee meeting, and
13 called on Purucker to present the committee report. Purucker called on Tom Andersen, CLSA
14 Program Coordinator, for an update on interlibrary loan issues. Andersen reported the
15 Committee's decision to move forward with developing an Interlibrary Loan (ILL) compensation
16 model based on the current pilot program. In addition, he presented a number of issues and
17 concepts that will likely need to be addressed as regulations for this program are developed. In
18 addition to the concepts listed in the report, Kallenberg suggested that in a case of less than full
19 funding, that in the regulations, the LoC establish a priority of compensation, that would establish
20 funding priorities if full funding were not available. Kallenberg added that by determining
21 priorities, the Board would be setting the policy direction for compensation, rather than reacting
22 to underfunding. Andersen stated that LoC would continue to implement the loan compensation
23 programs in phases, if possible, beginning with the Interlibrary Loan Program since development
24 of that program is further along, and continue to development a Direct Loan Program as well.
25 Andersen stated that LoC has been advising libraries currently participating in the Interlibrary
26 Loan Pilot Program, that beginning July 1, 2001, they must comply with the regulations

1 established by the LoC Board last year. This means that libraries would be able to claim
2 compensation for transactions only among LoC Members, and that only those transactions with
3 the lender and the borrower being a LoC member would be eligible for state reimbursement. The
4 Board took formal action last November to establish that membership in the LoC is required to
5 participate. The LoC would also report back to the Board regarding any issue of potential or
6 actual conflict between the loan programs of CLSA and the LoC. Andersen sent a memo to staff
7 Counsel asking for an opinion on whether there are any potential or actual conflicts between the
8 two programs, and if so, what are the affects of those conflicts.

9 Paque added that there has been considerable staff discussion about the bulleted items in the
10 report, and staff has concern that the public be given the opportunity to discuss these items and
11 present their concerns. Paque continued that a number of these items have the potential of
12 becoming part of the regulations for the loan program, and it is important that the impact of
13 implementing them be assessed as part of the regulation-development process. Andersen added
14 that the next steps would be to bring to the Board a more complete model for interlibrary loan,
15 progress on a direct loan pilot, and initial concepts to be considered for inclusion in regulations.
16 The completion of the handling cost study is also required so that current handling and delivery
17 practices and costs will be reflected in the regulations and in the compensation models developed.

18 **Update on CLSA ILL and Direct Loan Program**

19 Purucker called on Sandy Habbestad, CLSA Program Administrative Assistant. Habbestad
20 stated that there was no additional information to report.

21 **Young Adult Services Program**

22 Bessie Condos Tichauer, Children and Youth Services Consultant, gave an update on the
23 Young Adult Services Program and stated that the committee discussed the possibility of meeting
24 with Assemblyman Washington's staff in an effort to look at expanding areas of mentoring and
25 community partnerships. Tichauer reported one letter of protest was received about AB 49 from

1 a lobbying group advocating moral concerns that cites libraries as promoting access to
2 pornography.

3 **LoC Reference Program**

4 Purucker called on Gibson for an update on program status. Gibson stated that there was no
5 additional information to report.

6 **Resource Library Development**

7 Purucker called on Paque for an update on program status. Paque stated that there was no
8 additional information to report. Kallenberg confirmed with Paque that a small group
9 representing Resource Libraries is still planning to meet in March 2001.

10 **Support Services**

11 **Regional Library Network Development**

12 Dawe called on Kallenberg for a report. Kallenberg reminded the Board that they agreed to
13 accept any new applications for regional charter membership at this February 2001 meeting, if
14 they were received by December 31, 2000, and that services for these members would begin
15 during the current fiscal year. The LoC received applications from a total of 111 institutions
16 representing 344 participating libraries. Kallenberg presented the revised motion that includes
17 111 (the specific number of institutions) and 344 (the specific number of participating libraries).
18 Kallenberg noted that this will bring the Exhibit A chart to 515 member institutions, totaling 1656
19 participating libraries.

20 *It was moved, seconded (Kallenberg/Lowenthal) and carried unanimously that the*
21 *Library of California Board approves the 111 institutions and their 344 participating*
22 *libraries included in Table 1, Completed Charter Member Applications, as charter*
23 *members of the specified regional library network effective immediately, and that state-*
24 *funded member benefits for their participating libraries commence immediately. (See*
25 *Attachment C)*
26

27 Kallenberg called on Paque to provide background on the issue that calls for the following
28 motion. Paque stated that the Board is required to act on any new member, to approve them and
29 to determine when services begin. For the following motion, the Board is only required to

1 determine at what point services begin for the participating libraries, because the Board has
2 already determined that the member, the school districts, are already members of the LoC.
3 Additional participating libraries' applications were submitted by December 31, 2000, which was
4 the deadline for charter membership, and staff recommended that their benefits begin
5 immediately. In the future when the LoC brings participating libraries to the Board, it will be for
6 the purposes of determining when their benefits begin, because their institutions are already
7 members. Kallenberg asked that the LoC keep track of the number of participating libraries to
8 maintain an accurate count.

9 ***It was moved, seconded (Kallenberg/Purucker) and carried unanimously that the***
10 ***Library of California Board approves the additional participating libraries for Paradise***
11 ***Unified School District and San Bernardino Unified School District, with state-funded***
12 ***benefits to commence immediately.***
13

14 Kallenberg referenced the legal opinion discussion in the packet related to community college
15 membership and noted that in the implications paragraph, the staff recommendation to contact
16 each college to determine which membership option they prefer, with the district or as an
17 individual member. A summary of the results for current members will be presented at the April
18 2001 meeting.

19 Kallenberg presented the final issue for the Board's consideration. He stated that staff's
20 intention is to promote and receive applications on an ongoing basis. Paque added that staff
21 would report to the Board the number of applications received as part of the Regional Library
22 Network Development report, but that the Board would be considering them at one meeting per
23 year, so that the Board could look at the whole picture in relation to the budget.

24 ***It was moved, seconded (Kallenberg/Purucker) and carried unanimously that the***
25 ***Library of California Board considers regional library network affiliation requests***
26 ***annually at the April Board meeting.***
27

28 Kallenberg suggested that staff develop a display of information to enable the Board to
29 have a better handle on market penetration, and create a graphic presentation depicting how
30 well the LoC is doing in different regions of the state by type of library.

1 **Library of California Telecommunications**

2 Kallenberg called on Ira Bray, Electronic Information Resources Consultant, for an update.
3 Bray stated that a synopsis of the Telecommunications Infrastructure Grants is included in the
4 report. Bray added that the LoC rescheduled the review of the policy on Telecommunications
5 Infrastructure Standards to the April 2001 Board meeting. Bray stated that the NISO (National
6 Information Standards Organization) Committee on the U. S. national profile for Z39.50 is
7 continuing its work, and Bray welcomed any comments back from the field and LoC Board.
8 Bray stated that there would be a presentation on Z39.50 at the April meeting.

9 **CLSA Statewide Communications and Delivery**

10 Kallenberg stated that there was no additional information to report.

11 **Statewide Information Databases**

12 **Library of California Databases Program**

13 Kallenberg called on Bray for an update. Bray stated that we are still receiving feedback
14 from the community on cooperative licensing options, and we'll be looking at the plans of service
15 as well as the pilot in Arroyo Seco, in order to derive services that fit well with both of those.
16 Bray stated that by the April Board meeting, the Board should have a specific proposal.
17 Steinhauser commended Bray on the success of program and the way information is presented in
18 the packet.

19 **Counting California**

20 Andersen reiterated that if the Board would be interested in a demonstration of the database,
21 that one could be arranged for the June or August 2001 Board meeting.

22 **CLSA Statewide Data Base Program**

23 Kallenberg reviewed information presented in the packet. Andersen reported that Humboldt
24 County Library, Larkspur Public Library, Lincoln City Library, and Oxnard Public Library had
25 received retrospective conversion grants, and that El Dorado County Library, Mission Viejo
26 Public Library, and Shasta County Library had received catalog enrichment grants.

1 **CALIFORNIA LIBRARY LITERACY SERVICE AND FAMILIES FOR LITERACY**

2 **Special Services Program**

3 Tuttle summarized the material included in the packet and presented the following motion to
4 seek authorization to allocate 2001/02 California Library Literacy Service funds. The committee
5 reminded the Board that they have statutory authority to match local funds by \$1.00 to \$1.00, but
6 the resources available for this program have not been sufficient to allow for this level of match.
7 Because of the timing of the state budget process, staff annually seeks Board authorization early
8 in the year for the CEO to award funds to participants immediately following the completion of
9 the state budget.

10 *It was moved, seconded (Tuttle/Purucker) and carried unanimously that the Library of*
11 *California Board authorizes its Chief Executive Officer to allocate, as soon as the state*
12 *budget makes them available, the 2001/02 California Library Literacy Service Act*
13 *funds to an estimated 5 new library jurisdictions, 16 existing 2nd through 5th year*
14 *programs and matching funds paid at an estimated 16% to local programs in their 6th*
15 *and subsequent years of library literacy service.*

16
17 Tuttle presented the following motion that seeks authorization to allocate 2001/02 Families for
18 Literacy funds. The preliminary 2001/02 CLSA local assistance budget as adopted by the Board
19 last August contains an allocation of \$1,384,000 for the support of Families for Literacy
20 Programs as defined in statute, Chapter 1359, statute of 1987.

21 *It was moved, seconded (Tuttle/Lowenthal) and carried unanimously that the Library*
22 *of California Board authorizes its Chief Executive Officer to allocate, as soon as the*
23 *state budget makes them available, the 2001/02 California Library Services Act*
24 *Families for Literacy funds to an estimated 80 library jurisdictions in accordance with*
25 *the provisions of Education Code Section 18735 to local participants based upon the*
26 *criteria set forth in the Families for Literacy application materials and prior*
27 *performance in the Program, where applicable.*

28
29 Dr. Carole S. Talan, Library Literacy Programs Coordinator, gave an update on items not
30 included in the packet.

- 31 • “Early Steps to Reading Success,” is funded by the Proposition 10 Commission at the state
32 level through the California Council for the Education of Young Children. Its purpose is to help
33 daycare, homecare and neighborhood providers, as well as parents of children 0-5 years, to

1 receive some quality early childhood education and information. Recipient literacy programs are
2 given a satellite dish installed at a local library that connects to the educational Echo Star
3 Satellite. They are hooked to the Heads Up Network and given a free three-year membership.
4 They will host meetings for the caretakers and the parents to attend these sessions. Eleven
5 literacy programs applied in the first round, and there will be another opportunity, probably in
6 mid-summer.

7 • “You Can Count on Mother Goose,” another partnership with the Vermont Center for the
8 Book, uses children’s books to get low income and low literacy families excited and interested
9 about the topic of math. Five libraries in the north will be participating; their representatives are
10 going to Washington, D.C. to be trained, and each will receive \$10,000 of materials to provide
11 the program locally.

12 • Talan gave a brief update on the Governor’s Book Fund, a nonprofit program housed at the
13 CSL’s Foundation and spearheaded by First Lady Sharon Davis. Applications for library
14 enrichment grants for small schools have been received and reviewed. Each grantee will receive
15 a \$5,000 check to purchase books for school libraries. 2,718 applications were received for these
16 grants, and approximately \$250,000 is available to be awarded from the Fund. The First Lady will
17 be presenting checks in March to approximately 47 schools. In addition, as a fundraiser for the
18 Governor’s Book Fund, First Lady Sharon Davis has written a book for children.

19 Talan reviewed a packet of information on the California Children & Families Commission
20 (Proposition 10). It includes information on the \$2.1 million designated for the LLABS (mobile
21 units), delivery announcement of the first LLABS that arrived in January at Stockton-San Joaquin
22 County Public Library, and information about the \$1.1 million that the Commission awarded for
23 expansion of the Families For Literacy (FFL) program. Talan stated that all FFL programs,
24 including 14 new FFL programs, have received some of these funds. The Commission has
25 invited Talan to come back with new proposals, and she will be presenting new proposals to them
26 at their March meeting.

1 Talan included an article on the FFL program in her handout to the Board. She reported that
2 Dr. Starr has written a letter to United States First Lady Laura Bush welcoming her as the First
3 Lady and telling her about the Literacy Campaign, which combines two of her greatest loves,
4 libraries and literacy. Dr. Starr has invited her to seek more information about this wonderful
5 model that we have in California.

6 At the next LLAB program recipients meeting, Talan will remind LLAB program recipients
7 that they should have “Library” on the mobile units. In response to Kallenberg’s inquiry, Talan
8 stated that she would provide the Board with a graphic representation of literacy programs and
9 program recipients.

10 Dawe expressed appreciation to the committee and to Dr. Talan.

11 **CALIFORNIA LIBRARY SERVICES ACT TRANSITION**

12 **CLSA Program Transitioning**

13 Purucker gave a committee report and called on Paque for an update on the request for an
14 opinion from the Attorney General concerning CLSA transition issues. Paque discussed the steps
15 taken to address CLSA system transition issues, including the letters in the agenda packet from
16 General Counsel Paul Smith to Dr. Starr and from Dr. Starr to Attorney General Bill Lockyer.
17 Paque reported that the Attorney General’s Office has asked the State Library for a list of 20-30
18 names of people that they could contact to elicit independent responses to the questions being
19 asked. Paque stated that the LoC is working with Paul Smith and Deputy State Librarian
20 Cameron Robertson to compile the list of names. Parker stated that the Board could make
21 recommendations for the list and that CSL Counsel advised that the list should not include current
22 Board Members or State Library staff. Parker stated the need for a variety of viewpoints and a
23 fair representation of System staff and System chairs. Paque added that there needs to be a fair
24 hearing of all sides of the issue and that the process in establishing this list is in the early stages.

25 Dawe asked for comment. Jim Kirks, North State Cooperative Library System, Cascade
26 Pacific Library Network, discussed North State’s collection, a rich and specialized collection, that

1 he believes allows North State to fit the definition of a Special Library as contained in the Library
2 of California Act. Kirks stated that the conclusions reached in the January 26, 2001 letter from
3 General Counsel to Dr. Starr perhaps do not reflect reality. Kirks requested to be on the list of
4 names being referred to the Attorney General, and recommended Sue Rawlins, Colusa County
5 Librarian, as well. Discussion followed on rural area libraries and the need for a diversified list.
6 Purucker recommended for the list Michael Cart, a nationally recognized specialist in children's
7 literature. Parker asked that suggestions for the list be submitted to Diana Paque by next Friday,
8 February 23, 2001. Parker stated that LoC hopes to have the Attorney General's opinion received
9 and reviewed by the end of the current fiscal year.

10 **Equal Access Program**

11 Purucker stated that there was no additional information to report.

12 **System Reference Program**

13 Sandy Habbestad, CLSA Program Administrative Assistant, stated that there was no
14 additional information to report.

15 **System Communications and Delivery Program**

16 Habbestad stated that there was no additional information to report.

17 **System Advisory Board Program**

18 Habbestad stated that there was no additional information to report.

19 **CLSA Consolidations and Affiliations**

20 Andersen reported the request for a new affiliation of the Irwindale Public Library with the
21 Metropolitan Cooperative Library System. Purucker presented the committee motion.

22 *It was moved by the CLSA Transition Committee (Purucker) and carried unanimously*
23 *that the Library of California Board approves the affiliation of the Irwindale Public*
24 *Library with the Metropolitan Cooperative Library System effective July 1, 2001, and*
25 *waive the September 1, 2000 filing date for 2001/02 affiliations.*
26

27 Kallenberg asked the staff to report the impact this particular action may have for a BCP for
28 2002/03 fiscal year.

1 Andersen reported the request from Colusa County Library to change its affiliation from North
2 State to Mountain Valley Library System. Purucker presented the following motion.

3 *It was moved by the CLSA Transition Committee (Purucker) and carried unanimously*
4 *that the Library of California Board approves the proposed change in System*
5 *membership for the Colusa County Free Library from the North State Cooperative*
6 *Library System to the Mountain Valley Library System effective July 1, 2001, and*
7 *wave the September 1, 2000 filing date for 2001/02 affiliations.*
8

9 Kallenberg indicated that there is no effect of this change of affiliation on the LoC Regional
10 Library Network affiliation for Colusa County with Cascade Pacific Library Network.

11 **BUDGET REVIEW**

12 Parker reviewed the LoC program funding for 2000/01 and the \$3.2 million augmentation in
13 the Governor's proposed budget for 2001/02. He discussed the need for the Board to provide
14 Regional Library Networks an estimate of funding available for fiscal year 2001/02 in order to
15 develop their plans of service by the April 1, 2001 deadline, and then asked the Board's advice on
16 the following three issues.

- 17 1. Preliminary allocation of funds between statewide programs and regional library network
18 programs and services.
19
- 20 2. Identification of one or more models, preferably one, for allocating funds to the Regional
21 Library Networks so that they may continue or initiate their plan of service process.
22
- 23 3. Identification of a process for developing an allocation plan for the LoC budget for 2001/02.
24

25 Parker reviewed staff recommendations to ensure continuation of needed statewide and regional
26 programs and services, as outlined in Document 27 in the agenda packet. He asked for advice
27 from the Board to go to the Department of Finance and seek some additional refinement that
28 would allow LoC to use funds allocated in the Governor's proposed budget. Dawe asked if any
29 Board Member had a problem with staff seeking maximum flexibility from the Department of
30 Finance on use of the proposed additional funds. Kallenberg and Parker concurred on numerous
31 considerations for the ILL program. Parker stated the following two issues are of primary
32 concern:

1 1. Does the Board have any advice as to the distribution of available funding between statewide
2 and regional projects?

3
4 2. Does Board have any advice as to an allocation model?

5 Judith Segel, Gold Coast Library Network, stated that the table identifying available funding
6 and anticipated statewide commitments was well thought out and recommended to continue with
7 programs in place, such as Z39.50, the Librarians' Index to the Internet and the LoC
8 Serials/Periodicals Database.

9 Annette Milliron, North Bay Cooperative Library System, Golden Gateway Library Network,
10 encouraged the Board and CSL staff to broaden the Z39.50 concept. In working with the
11 automated interlibrary loan system, new standards and protocols are being identified. There are
12 two new standards and protocols. One is the ISO 160 161 for messaging back and forth between
13 different systems, and the other one is NCIP, National Circulation Interaction Protocol. She
14 stressed the importance of being able to search and locate materials and advocated the
15 implementation of the new ISO and NCIP standard. North Bay is in the process of testing the
16 ISO standard, and they will probably test the NCIP standard. Parker stated that LoC funds have
17 been used to assist Regional Library Networks who have acquired systems that used those
18 standards. Parker agreed that implementation of those standards is important and recommended
19 funding at the regional or statewide level to support implementation of standards.

20 Charles Dyer recommended funding for major resource libraries to deal with the issue of
21 lending from one LoC library to another LoC library.

22 Kallenberg concurred with Segel that the list of allocations that staff presented is a good
23 framework for selecting or developing one of the allocation models presented, and consider the
24 priorities staff presented.

25 Steinhauser asked that staff identify priority allocations at regional levels and the statewide
26 level. Parker agreed and then addressed the issue of developing a budget framework and a
27 process for allocating funds among the Regional Library Networks. He recapped staff proposals

1 of an interim budget allocation model as outlined in the LoC Budget report. He reviewed the
2 results of the five regional allocation models in Exhibit A. In addition, Parker stated that another
3 model suggested during committee discussions, was to use the current allocation of \$361,000 for
4 six months, and ask the Regional Library Networks to estimate, based on the activities
5 implemented in the first six months, how much it would cost for a full fiscal year. Parker asked
6 for the Board's advice on which, if any, of the models could be presented to the Regional Library
7 Networks, in order that networks can develop their Plans of Service, due April 1, 2001. Dawe
8 asked for public comment.

9 Michael Steinfeld, Beverly Hills Public Library, MCLS, member of the Arroyo Seco Library
10 Network Board, stated that in order to come up with a responsible plan for the next 12 months,
11 without knowing how much will be available, puts a tremendous challenge to networks
12 representing diverse segments of the library community. The more this Board can focus on one
13 or two key issues, giving one or two alternate directions, rather than multiplicity of directions, the
14 better networks will be able to develop sound budgets and realistic Plans of Service. Dawe asked
15 him for recommendations. Steinfeld stated funding is really the key issue, and that in very few of
16 the scenarios presented as options, will any network be able to project 12 months of growth,
17 services, and productivity. Steinfeld also recommended that the LoC Board decide which of
18 these funding formulas should be used by the regions for this budget and Plans of Service, to
19 work with the network members and the existing directors of networks and systems to determine
20 a process for developing the actual formula to be used. He further recommended including the
21 demographic variables referenced in the LoC Act as part of the formula. Steinfeld strongly
22 encouraged significant consultation with the field before those formulas are derived.

23 Jim Kirks, Fiscal Agent for Cascade Pacific Library Network, stated that the consensus
24 reached at a meeting of library network contacts the night before was to take available money for
25 networks and divide it equally among the seven regions.

1 Judith Segel, Black Gold Cooperative Library System, stated that the point that Steinfeld was
2 making about the difficulty of developing a formula that will serve the Boards needs, is one of the
3 reasons she agreed with the group at the meeting the previous night. She also stated that taking
4 the limited inadequate amount of money that is available now and dividing it equally for the
5 purpose of the April 1st exercise would make it clear to everyone that this is not the “formula” but
6 a target figure on which to develop the required documents. Paque concurred with Segel’s
7 comments. Parker reiterated the concern expressed by Kallenberg in committee discussions that
8 it is very important to be able to identify what amount of funding it would take to at least fully
9 implement the seven mandatory service categories previously identified by the Board. That data
10 will be extremely useful in preparation of future funding requests, particularly if we could
11 identify those mandated programs that cannot be adequately funded and supported through
12 allocated funds.

13 Kallenberg expressed his interest in the Board providing guidance to regions in preparing
14 their budgets and Plans of Service, particularly since current funding levels can only support
15 partial implementation of the Act. Secondly, Kallenberg stated that given the testimony, perhaps
16 the target that each should use is the equal allocation target and the Board should pick that
17 language carefully so that that it is not deemed to be a formula. His recommendation was to
18 suggest equal allocation of \$468,671 to be used by networks for this exercise, and that in their
19 Plans of Service, each network specify the level of partial implementation this funding target
20 would be able to provide. Kallenberg also suggested that regions provide anecdotal information
21 on resource sharing in their networks so that staff would have additional evidence to be used in
22 conversation with the Department of Finance. Tuttle asked if the proposed method of equally
23 dividing funds among the regions for preparing budgets and Plans of Service would provide
24 sufficient information for staff to advise the Board. She suggested that possibly one of the other
25 formula suggestions might be able to provide more information, and asked for staff’s advice.
26 Parker stated that either approach would elicit information that staff can use to inform the Board.

1 What needs to be identified is what regions are able to provide with a given amount of funding,
2 and what part of their programs remain unfunded because of inadequate funds.

3 Tuttle asked if the Board was planning to provide regions with a form in which to present
4 their plans and budgets. Parker recommended giving the regions a document that suggests a
5 format to be followed. This document would ask regions to describe in narrative form what is
6 being requested and would provide a model template in which they could submit the data.
7 Because regulations do not exist which specify a required format, staff can only provide models
8 to be used for data submission.

9 Numerous comments were made urging the LoC Board to seek a much larger augmentation
10 and also to enable the Regions to earn more fees and get more money from their members. A
11 discussion followed on issues related to preparation of Plans of Service and submission of budget
12 data.

13 At the conclusion of this discussion, Parker recommended an equal allocation of \$468,671 to
14 each of the Regional Library Networks, with a request to use this funding target for the
15 development of their Plans of Service to be submitted by April 1, 2001. These plans should
16 indicate the extent to which the seven required elements of the Act were addressed and should
17 also indicate the amount of funding necessary to fully implement these elements for the 2001/02
18 membership of each region. Steinhauser expressed concern about not having enough time to
19 meet the April 1st deadline and the need for a waiver. Paque added that the April 1st date is in the
20 regulations, which is within purview of the Board to revise. Dawe suggested that staff address
21 any problems with deadlines in the Act in the April Legislative Committee meeting.

22 With regard to process, Parker recommended that between now and April, staff develop the
23 necessary documentation to support the planning effort and that the Regional Library Networks
24 need to commit their time to developing their Plans of Service. Parker recommended that in this
25 budget planning cycle there was not time to meet with Board representatives, staff, and regional
26 representatives as had happened earlier in the year.

1 Fong asked for clarification on \$284,350 remaining funds for 2000/01. Paque stated that staff
2 would provide a recommendation for allocation of those funds to the Board at the April meeting.

3 Dawe thanked everyone for participating in this meeting.

4 **PUBLIC COMMENT**

5 Dawe asked for public comment. There being no further public comments, Dawe asked for
6 comments from the Board.

7 **BOARD COMMENTS**

8 Lowenthal expressed appreciation to the Board and staff for their work and inspiration, and
9 extended birthday congratulations to fellow Board members and staff. She requested the possible
10 use of different colored paper to distinguish between action and information items in the Board
11 packet. She followed this request with suggestions regarding the hotel meeting room
12 environment. She asked Dawe to write a letter to First Lady Laura Bush inviting her to some of
13 the 21st Century Educational Schools and Libraries in California. Dawe stated that he had already
14 drafted such a letter.

15 Purucker thanked the staff for their additional support while chairing two committees. She
16 expressed her support for the valuable and cost effective *Librarians' Index to the Internet*. She
17 extended thanks to Tierra del Sol, Kathy Aaron, Judith Auth, and all of their colleagues for the
18 welcome and reception, and the library tours taken on the trolley to the High School, the School
19 for the Deaf, and the Public Library. She stated that Riverside and Tierra del Sol are well served
20 by the people who are heading library services in this area, and that she is impressed with Auth's
21 fund raising capabilities. Purucker suggested that since the Transition Committee has only one
22 member, maybe it could be combined with Support or Access Services, since they sometimes
23 seem to overlap with issues of the Transition Committee. She commended the development of
24 the agenda packet, stating that it was well organized, very effective, and easy to use, and
25 expressed her appreciation for the variety of locations used for LoC Board meetings.

1 Fong thanked everyone for their hard work and the wonderful agenda packet and thanked
2 everyone in the field for getting the Library of California to this point. She thanked everyone for
3 their hospitality, Purucker for her marvelous job as Access Services Committee Chair, and
4 expressed appreciation for conference call communications with the staff. She stated that through
5 her activities with the Bancroft Friends of the Library, all public libraries would be receiving a
6 free copy of the Bancroft tapes on the History of California and Mark Twain.

7 Kallenberg stated that he has enjoyed the opportunity to move around the state, that he has
8 enjoyed the variety of hotels arranged for Board meetings, and that he appreciates the historic
9 presence here at the Mission Inn. He expressed appreciation for the fine work of staff at the CSL
10 and stated that he has suggested places to stay in Fresno for the June Board meeting. He
11 welcomed Fred Gaines to the Board and appreciated the opportunity to meet and talk with his
12 colleague from Namibia, Ellen Namhila.

13 Tuttle thanked Tierra del Sol and Kathy Aaron for the library tours and the wonderful
14 reception provided at the Tierra del Sol Offices. She thanked staff for a job well done and for
15 choosing the Mission Inn. She extended special thanks to Talan for the amount of work she is
16 accomplishing in supporting literacy programs, and she expressed hopes that California's energy
17 crisis does not effect the LoC too badly.

18 Steinhauser thanked Kathy Aaron and everyone who worked with her for their splendid
19 arrangements and informative library tours for the Board. She thanked networks and systems in
20 transition for their work and patience, and extended her continued legislative support to their
21 efforts. She thanked Parker for his commitment as Legislative Liaison and looks forward to
22 working with this committee and expanding its efforts. She extended her thanks to Tichauer for
23 her continued work with Young Adult Services and expressed hopes for future funding of this
24 valuable program, and thanked all those who are sending letters to Assemblyman Carl
25 Washington.

1 Dawe thanked Tierra del Sol for hosting the LoC, extended a special thank you to Kathy
2 Aaron and her staff for a lovely reception. He thanked staff for the amount of work coming to
3 fruition, and expressed his appreciation to all those who attend these meetings and provide the
4 Board with valuable input. He thanked fellow Board Members for tackling difficult issues, and
5 stated that he will continue to work with the appointing authorities for a full Board in order to
6 accomplish Board goals.

7 Dawe also expressed his appreciation for the opportunity to stay at the Mission Inn, a hotel
8 with a tremendous history.

9 The meeting was adjourned at 5:00 p.m. on February 15, 2001, and was set to reconvene
10 February 16, 2001, following the Planning Session.

11 The Library of California Board reconvened February 16, 2001 at 12:25 p.m. to consider
12 outcomes of the LoC Planning Session.

13 **LIBRARY OF CALIFORNIA PLANNING SESSION**

14 Fong presented the following motion to consider objectives developed in the Planning
15 Session. Dawe asked for discussion and public comment.

16 *It was moved, seconded (Fong/Purucker) and carried unanimously that the Library of*
17 *California Board adopts the 2001 objectives developed at its February 16, 2001*
18 *planning session and provided as a February 16, 2001 addendum to the meeting's*
19 *agenda packet. (See Attachment D)*

20
21 Gibson stated that copies of the 2001 objectives developed in the Planning Session would
22 be presented to the Board today.

23 **AGENDA BUILDING**

- 24 1. For future meetings: CLSA's 25th anniversary as of January 1, 2003; develop a process to
25 create a celebration at the November 2002 meeting; include a list of all former CLSA Board
26 Members, and consider an appropriate way to have them be a party to this celebration. -
27 Kallenberg
28
29 2. Report on the INN-Reach cost study, telecommunication access. - Paque

1 **ADJOURNMENT**

2 Dawe thanked the Mission Inn for assisting the Library of California with this meeting and
3 everyone who attended. The LoC Board objectives were handed out to the Board. There being
4 no further business to come before the Board, the meeting was adjourned at 12:30 p.m., February
5 16, 2001.

6 Respectfully submitted,

7
8 _____
9 Wanda Green, Secretary

**LIBRARY OF CALIFORNIA BOARD
RESOLUTION 2001-01**

WHEREAS, *the Library of California Board desires to recognize the distinguished contributions of one of its members on the occasion of the conclusion of his term of service as a member of the Board; and*

WHEREAS, *the Board wishes to honor him for his outstanding public service representing the public-at-large since his appointment by past Assembly Speaker Curt Pringle on April 19, 1996; and*

WHEREAS, *it should be noted that he continues to serve as an elected member of the West Covina Unified School District and is a current Board member of the East San Gabriel Valley Regional Occupational Program, and has served as President of both organizations. He is a Life Member of the Friends of the Library in West Covina where he, his wife Marielena and daughter Reagan reside; and*

WHEREAS, *it should be noted that he served with distinction as the Chair of the California Library Services Act Transition Committee, past Chair of the Budget and Resource Sharing Committee for two consecutive years, valued member of the Legislative Committee and Equal Access/TBR ad-hoc Committee; and when asked, took on a third committee, the Library of California Support Services Committee, in order to provide his expertise on major issues being addressed within the Library of California; and*

WHEREAS, *it should be noted that he gave of his time to fulfill the Board's commitment to preside at public hearings held throughout the state on Library of California regulations, was instrumental in providing advocacy training to Library of California Board members, and initiated the inception of the Distinguished Library Award and presided as Chair of the ad-hoc committee.*

NOW, THEREFORE, BE IT RESOLVED, *that*

*the Library of California Board
extends its sincere appreciation and deep regard to*

MICHAEL SPENCE

*for his contributions to the libraries and people
of the State of California*

Adopted: February 15, 2001

LoC Board Travel and Training Policy/Guidelines

Library of California Board member travel is governed by the California State Library *Travel Guide*, October 1993 and subsequent updates. The basic guidelines are outlined in Attachment A to this document, *Travel Reimbursement Guidelines*.

Please note: If your travel plans are an exception to the stated policies, please inform the LoC Director prior to your travel event. In some cases you cannot be reimbursed unless there is a sufficient justification for the exception. For example: Using a private car to travel between Southern California and Northern California in lieu of using the state-provided travel on commercial airlines.

Reimbursable Travel and Expenses:

- Board members will be reimbursed for travel and expenses related to Board meetings. Members will be reimbursed for lodging the night before a Board meeting if it is necessary to travel the day before in order to start at the designated hour.
- Board members assigned to standing or ad-hoc Board committees will be reimbursed for travel and expenses to attend committee meetings and for travel and expenses required to conduct committee business.
- Board members will be reimbursed for travel and expenses to attend the California Library Association Conference, for a maximum of the early-bird registration fees.
- Board members will be reimbursed for travel and expenses for attending meetings at the request of the Board President or the Board, subject to the availability of funds.
- Out-of-state travel by Board members will not be reimbursed unless the trip is included in the State Library's out-of-state travel blanket request, submitted to the Department of Finance prior to the beginning of each fiscal year.
- Library of California staff will monitor travel and expenses and confer with the President as needed.

Training:

- Training for Board members must be approved by the Board at its meetings and is subject to the availability of funds.

Travel Reimbursement Guidelines

Travel by Air

It is the policy of the State of California that employees should travel by aircraft when it is the most efficient and least costly method for conducting official business.

Air travel is booked through the state travel agency. The agency has a travel profile for each Board and staff member.

445 Travel
(800) 350-0455
(916) 448-6100 Voice
(916) 448-1410 Fax

Meals:

Per diem for meals:

Breakfast: \$ 6.00
Lunch: \$10.00
Dinner: \$18.00

Time frames:

Fractional day: trip of less than 24 hours

Trip must begin at or before 6am and end at or after 9am to claim breakfast

Trip must begin at or before 4pm and end at or after 7pm to claim dinner

No lunch may be claimed

Fractional day: after 24 hours of travel

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

First day: trip of more than 24 hours

Trip begins at or before 6am; may claim breakfast

Trip begins at or before 11am; may claim lunch

Trip begins at or before 5pm; may claim dinner

Travel Reimbursement Guidelines continued

Incidentals / Tips:

Incidentals can be claimed for each 24 hour period - \$6.00

Shuttle or taxi tips: Can claim up to 10% tip per ride

Private Car:

Private Car reimbursement is \$.31 per mile

Lost Receipts:

Lost parking receipt: Can claim up to \$6.00 per day

Lost shuttle receipt: Can claim \$10.00 per ride

Lodging:

\$84.00 per night + tax (a receipt must be attached showing a \$0.00 balance).

Exceptions:

1. Advanced approval form to exceed state rate with required approval signatures
2. \$110.00 per night + tax for selected areas in Alameda, San Francisco, San Mateo, Santa Clara counties and in Central and Western Los Angeles)

Reimbursement Claim Filing:

Claims for reimbursement should be filed monthly by the 5th day of the succeeding month.

Staff Contact:

Kathy Cashdollar
(916) 657-2149 (Voice)
(916) 653-8443 (FAX)

TABLE 1
Completed Charter Member Applications

Golden Gateway

Alliant University/San Francisco Bay	Palo Alto City Library
Bodega Marine Laboratory	Patten College
Bernard E. Witkin Alameda County Law Library	Peralta Community College District
Branson School	Petaluma City Schools
Burlingame Public Library	Reed Union School District
Cabrillo College	Redwood City Public Library
California Institute of Integral Studies	St. Andrew's School
California State University Hayward	Saint Mary's College of California
California State University Monterey Bay	Saint Patrick's Seminary
Carondelet High School	San Domenico School Library
Contra Costa County Library	San Jose/Evergreen Community College District
French American International School	San Jose Public Library
Gateway Charter High School	San Mateo County Office of Education
Gavilan Community College	San Mateo County Library
Hartnell College	San Mateo Union High School District
Hayward Public Library	San Rafael Public Library
Holt Labor Library	Santa Catalina School
Jefferson Union High School District	Santa Clara City Library
Kentfield School District	Santa Clara County Library
Lake County Library	Santa Clara University
Larkspur Public Library	Santa Cruz City Schools
Las Positas College	Solano Community College
Livermore Public Library	Sonoma State University
Los Gatos Public Library	Tehiyah Day School
Menlo Park Library	University of California Berkeley
Mercy High School	University of San Francisco
Mill Valley School District	West Sonoma County Union High School District
National Hispanic University	West Valley College
New Haven Unified School District	
Oakland Public Library	
Ohlone College	

Sierra Valley

Alpine County Schools Library	Lavender Library
California Energy Commission	Los Rios Community College District
Davis Joint Unified School District	Modesto Junior College
Empire Union School District	Rio Linda Union School District
Kaiser Permanente Sacramento Valley Service Area Health Sciences Libraries	Sylvan Union School District

Arroyo Seco

Baldwin Park Unified School District
Chaminade College Preparatory High School
Citrus College
Fuller Theological Seminary
Getty Research Library
Harvard Westlake School
Inglewood Unified School District
Jet Propulsion Library

Los Angeles Community College District
Los Angeles County Law Library
Pasadena Unified School District
Ramona Convent Secondary School
University of Judaism
Whittier College

Tierra del Sol

Alvord Unified School District
CP Kelco
El Centro Public Library
Grossmont-Cuyumaca Community College
District
Hemet Public Library

National City Public Library
National University
The Preuss School
San Diego County Library
University of San Diego

Heartland

California State University Fresno
Fresno Unified School District
Madera County Library
Madera Unified School District

Pine Ridge School
Pleasant Valley State Prison

Gold Coast

Interface Resource Research Library
Nonprofit Support Center of Santa
Barbara County
St. John's Seminary

Santa Barbara Historical Society
Santa Maria Museum of Flight

SIX-MONTH OBJECTIVES
(February 16, 2001 – August 15, 2001)
(adopted by the LoC Board, Feb. 16, 2001)

THREE-YEAR GOAL: *Achieve full implementation and funding of the Library of California Act and complete the transition from CLSA*

SIX-MONTH OBJECTIVES:

- 1. By the conclusion of the April 2001 Board meeting, each Board member will distribute educational packets to at least three legislators and will participate in CLA Legislative Day activities.**
- 2. By the June 2001 Board meeting, the Legislative Committee will determine the appropriate role of staff, subject to legal and staff resource limitations, in developing legislative strategy and advocacy to the legislature, Governor's office, etc.**
- 3. At the June 2001 Board meeting, the Legislative Committee will present a strategy to build support for LoC funding among relevant constituencies.**
- 4. By the August 2001 Board meeting, staff and appropriate Board committees will develop plans for the transition of CLSA programs into LoC programs.**

THREE-YEAR GOAL: *Promote public awareness and support of the Library of California*

SIX-MONTH OBJECTIVES:

- 1. Beginning in March 2001 and ongoing thereafter, the Director of LoC will make Board members aware of upcoming events that promote the LoC Board's responsibilities.**
- 2. By the April 2001 Board meeting, President Dawe will establish an ad hoc Public Awareness Committee of two Board members and a staff liaison to work with the new CSL Information Officer.**
- 3. By the June 2001 Board meeting, the ad hoc Public Awareness Committee, in conjunction with the staff liaisons, will identify and present at least two LoC services that need to be promoted and ways of promoting them.**
- 4. By the August 2001 Board meeting, the ad hoc Public Awareness Committee, working with the CSL Information Officer, will ensure that LoC Board business cards will include the LoC mission statement (on the back of card).**

THREE-YEAR GOAL: *Implement regional and statewide programs and services*

SIX-MONTH OBJECTIVES:

- 1. At the April 2001 Board meeting, the Electronic Resources Consultant will propose to the Support Services Committee a statewide cooperative licensing service, including cost analysis, for immediate implementation and continuation for FY 2001-2002.**
- 2. By the June 2001 Board meeting, staff, working with the Support Services Committee, will review Regional Plans of Service and recommend funding for FY 2001-2002 to Regional Library Networks to partially implement (or continue partial implementation) of the seven designated areas of the Act.**
- 3. By the June 2001 Board meeting, the Electronic Resources Consultant will report to the Support Services Committee recommendations for the components of regional and statewide telecommunications with identified funding for 2001-2002.**
- 4. By the June 2001 Board meeting, the Bureau Chief will report to appropriate Board committees preliminary recommendations for BCPs for FY 2002-2003 to continue implementation of the identified LoC programs and services.**
- 5. By the August 2001 Board meeting, the CLSA Program Coordinator will provide to the Access Services Committee the results of the Direct Loan Handling Cost Study and recommend a process and timeline for implementing a statewide direct loan pilot program.**
- 6. At the August 2001 Board meeting, staff will provide to the Access Services Committee an initial draft of regulations on interlibrary loan and recommend a process and timeline for field review.**
- 7. At the August 2001 Board meeting, the CLSA Program Coordinator will report to the Access Services Committee on the completed the Interlibrary Loan Handling Cost Study, provide analysis of its outcomes and make recommendations for possible Board action.**
- 8. At the August 2001 meeting, the Director of LoC, working with the Resource Libraries Group, will report to the Access Services Committee on a proposed Statewide Resource Library Program and make recommendations for possible pilot projects with identified funding.**

THREE-YEAR GOAL: *Establish an effective Board*

SIX-MONTH OBJECTIVES:

- 1. By March 1, 2001, the President will talk with Board members who have been unable to attend meetings to determine if they want to continue as a Board member.**
- 2. Before April 1, 2001, the President and the CEO will encourage the Governor to fill the Board vacancies for the April Board meeting.**
- 3. By the April 2001 Board meeting, each Committee Chair, working with his/her Staff Liaison, will develop a draft mission/purpose statement for his/her committee.**
- 4. By the June 2001 Board meeting, the LoC Director will develop a proposed Board Training Plan (including funding for the training) for 2001-2002 to address needs identified in the November 2000 survey.**
- 5. By the June 2001 Board meeting, the Board President, Vice President and Assistant Bureau Chief will review the existing planning process and make recommendations to the Board on future planning processes.**